

**REQUEST FOR QUOTE NOTICE**

**Deadline for submission of bids August 26<sup>th</sup>, 2020 before 5:00pm.**

From: Samaritan's Purse.

South Sudan, Hai Cinema next to

Quality Hotel, Old Juba Town Road.

E-mail: [SouthSudanSealedBid@samaritan.org](mailto:SouthSudanSealedBid@samaritan.org)

**Date: August 17<sup>th</sup>, 2020**

**Subject: Public Tender-PR 115209 AKJU Akuem VMT Tractor Spare Parts**

Samaritan's Purse wishes to contract a legally recognized service provider (company) for Supply of PR 115209 AKJU Akuem VMT Tractor Spare Parts as specified below;

Item #	Qty	Unit	Part #	Item Description	Unit Cost (USD)	Total Cost (USD)	COMMENTS
1	6	pcs	3300WAF	Chair ( seat) tractor new Holland TT75 DT			
2	6	pcs	5189887	Hydraulic steering shaft tractor new Holland TT75			see attached sample photo
3	12	pcs	12.4-24	Tire front tractor new Holland TT75 DT (good year)			
4	4	pcs	18.4-30	Tire rear tractor new Holland TT75 DT (good year)			
5	6	pcs	E2NN1N043EA	Hub ring gear for 4wd front tractor TT75 DT			see attached sample photo
6	6	pcs	5143846	Front axle hub gear carrier for tractor TT75 DT			see attached sample photo
7	6	pcs	AL33349	Front axle (spindle ) for tractor new hollandTT75 DT			see attached sample photo
8	4	pcs		Sunshade for tractor new Holland TT75 DT			
9	6	pcs	82826737	Tachometer cable for tractor new Holland TT75 DT			see attached sample photo
10	6	pcs	ESPMOD	Housing for instrument panel for tractor new Holland			
				<b>Total in USD</b>			

## **Manner of Submission**

Please submit your tender in accordance with the requirements detailed below,

Either

**By hand delivery** to Samaritan's Purse Juba office, HAI CINEMA NEXT TO QUALITY HOTEL, JUBA TOWN ROAD in sealed enveloped clearly marked **PR 115209 AKJU Akuem VMT Tractor Spare Parts**

OR

**By Email to the following address (Tender committee email):** [SouthSudanSealedBid@samaritan.org](mailto:SouthSudanSealedBid@samaritan.org) with formal bid & additional supporting documentation indicated below. The subject line should be **PR 115209 AKJU Akuem VMT Tractor Spare Parts**

The Bidder shall enclose the bid in a plain envelope securely sealed, the envelope shall:

- Be addressed to the tender committee (see above e-mail address), Juba office
- Bear the bid reference number **PR 115209 AKJU Akuem VMT Tractor Spare Parts And** subject of the bid
- No other markings should be on the envelope.
- The bidder will drop the envelope into a tender box located at the Samaritan's Purse office reception and shall register the company and name of the person dropping the envelope. If all envelopes are not sealed and marked as required, the tender committee will reject the bid during the review time.

**Bidders with questions regarding this notice should send them in writing to the email address:**

Copying [SouthSudanSealedBid@samaritan.org](mailto:SouthSudanSealedBid@samaritan.org) Responses will be posted to the NGO Forum for all bidders.

**Your bid should clearly indicate the following:**

- Detailed specifications (if different from stipulated specifications):
- Limitations.
- Mode of payment, terms & conditions.

## **Conditions of bidding:**

- Payment terms will be within 15-30 business days after receipt of goods and invoice, by Electronic bank transfer/checks.
- Business Contact details including President/Owners of the company.
- Samaritan's Purse is not subject to VAT; therefore, all offers should be exclusive of VAT costs.
- NB: **No tender documents are to be requested from the office.** You only need to submit your quotation as instructed above.
- Should be legally registered company.
- With a track record or experience of supply of **Tractor Spare Parts**
- Ability and capacity to supply the specified work to Samaritan's Purse Juba office SP field Office.
- If submitting in an EMAIL format, **only** bids submitted **solely** to [SouthSudanSealedBid@samaritan.org](mailto:SouthSudanSealedBid@samaritan.org) will be accepted.
  - Emailed Bids will be REJECTED if:
    - Another Samaritan's Purse email is in copy
    - Submitted separately to any other party.
    - Any coercive behaviour is suspected.
    - Failure to meet selection criteria indicated below( Marked Red)

## Terms & Conditions:

- SAMARITAN'S PURSE accepts no responsibility and is under no obligation to reimburse applicants for the costs associated with preparation of their applications;
- Time of delivery of service is very important; the service provider should therefore indicate a reasonable time for supply upon receiving of Purchase Order (PO) otherwise delay penalties will be strictly implemented and no time extension would be granted unless for reasons beyond the contractor's control.
- SAMARITAN'S PURSE reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted;
- SAMARITAN'S PURSE reserves the right to award to more than one bidder or to reject all applicants and cancel the solicitation at any time.

## **Disqualification Criteria:**

- Any Supplier that fails to attach the following documentation with bid will be disqualified immediately;
  1. Attach a copy of valid tax clearance.
  2. Attach a copy of company incorporation certificate (Renewed). **Make sure to submit both sides.**
  3. Written confirmation that the bid has at least 3 months quote validity
  4. Written clear delivery lead time- Period to complete the work
  5. Indicate currency of offer, should be USD with clear terms of payment terms.
  6. Sign & Stamp Samaritans Purse tender code of conduct and return it alongside quotations.
  7. Submit copies of minimum three (3) purchase orders or contracts that reflect delivering the same category of services to other organization.

***NB: WE PRACTICE PROCUREMENT WITH INTEGRITY. DROP A LETTER IN THE TENDER BOX or EMAIL UNETHICAL BEHAVIOR TO [SouthSudanSealedBid@Samaritan.org](mailto:SouthSudanSealedBid@Samaritan.org) FOR CONFIDENTIAL REPORTING***

